

9530
9531 (NC)

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

11/03/05
Revised

TITLE: **ADMINISTRATIVE ANALYST**
ADMINISTRATIVE ANALYST (NON-CLASSIFIED)*

DEFINITION

Under general supervision, to provide professional and technical administrative and analytical assistance; to compile, review and evaluate and make recommendations on the formulation of policy and procedure, and staffing and organizational changes; and to do related work as required. *Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager

DISTINGUISHING CHARACTERISTICS

This is the entry/journey level class in the Administrative Analyst series. This class is typically used as an entry level class in which employees develop and evolve into professional full journey level work. Incumbents may initially have limited or no directly related work experience. This class is distinguished from the Senior Administrative Analyst by the performance of the more routine tasks assigned to positions in the series; the absence of responsibility for the coordination of activities for a large division or a complex functional area of the organization and the direct supervision of para-professional staff.

REPORTS TO: Varies

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level management staff as assigned. As incumbents in this class gain experience, they may have responsibility for direct supervision of technical and administrative support staff or lead responsibility on a project basis over para-professional, technical and administrative support staff as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Perform research and statistical analyses on administrative, fiscal, personnel and operational problems; recommend appropriate actions based on analysis of gathered data.
- Compile materials and assists in the preparation of reports, manuals and publications.
- Participate in the design and implementation of new and revised programs, systems, procedures and methods of operation.
- Assist in departmental budget preparation and administration, purchasing activities and personnel-related operations; coordinate payroll activities including overtime reporting and paycheck troubleshooting; pre-audit requisitions for budget authorization and availability of funds.
- Develop and monitor control and reporting procedures.
- Assist in the identification and recommendation of computer software and hardware needs, acquisition/installation, application design and implementation and computer operation and maintenance.
- Assist in preparation of grant proposals for various programs and projects of the department or division; interface with governmental agencies regarding requirements for obtaining funds and monitoring procedures; present proposals as required.

- Review present and pending legislation to determine effect on organizational operations, and presents recommendations in verbal or written form.
- Lead and coordinate work projects of para-professional, technical, and administrative support staff.
- Assist in the coordination of departmental activities with other city departments and division, and with outside agencies.
- Represent the city in the community and at professional meetings as required.
- Respond to complaints and requests for information.
- May supervise technical and administrative support staff.

QUALIFICATIONS

Knowledge of:

- Principles and practices of organization and public administration.
- Applicable federal, state, and local laws, rules and regulations regarding local government operations.
- Principles, methods and practices of municipal finance, budgeting and accounting.
- Principles and methods of supervision.
- Research techniques, methods and procedures and report presentation.
- Personal computer operation and software applications.

Ability to:

- Perform responsible and complex administrative work with accuracy, speed and initiative.
- Organize workload to ensure responsibilities are carried out in a timely manner.
- Lead and coordinate work of para-professional, technical and administrative support personnel.
- Supervise technical and administrative support staff.
- Interpret specific rules, laws and policies and apply them in a variety of procedural situations.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective and cooperative working relationships with department managers and supervisors, co-workers, and the general public.
- Coordinate activities with other divisions and city departments.
- Operate personal computer and applicable software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in public or business administration or a closely related field. Two years of professional experience may substitute for two years of the required education on a year-for-year basis.

Experience: A range of 0-3 years of experience as an Administrative Intern, Management Intern, or Management Assistant with the City of Riverside, or 0-3 years of professional

administrative experience. A master's degree may substitute for one year of experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, a valid, appropriate Class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Administrative Analyst

TO: Senior Administrative Analyst